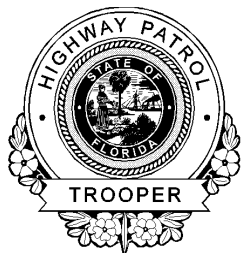


FLORIDA HIGHWAY PATROL

POLICY MANUAL



SUBJECT PHYSICAL FITNESS AND WELLNESS	POLICY NUMBER 5.12
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5.12.01 PURPOSE

To provide guidance to members of the Florida Highway Patrol on issues related to health and physical fitness.

5.12.02 POLICY

The Florida Highway Patrol believes that having a physically fit workforce increases attendance and reduces medical costs, which benefits both the agency and its employees. For members, it also increases the member's ability to cope with the demands that a career in law enforcement presents. Therefore, employees of the Florida Highway Patrol are strongly encouraged to establish and maintain a personal program of physical fitness.

5.12.03 DEFINITIONS

- A. **DIVISION PHYSICAL FITNESS COORDINATOR** – The Assistant Chief Training Officer.
- B. **FITNESS MONITOR** – A member who has successfully completed an extensive physical fitness and wellness course provided by the Division.
- C. **PHYSICAL ABILITIES TEST (PAT)** – A job related physical test designed and validated by the Florida Criminal Justice Standards and Training Commission.
- D. **TROOP PHYSICAL FITNESS COORDINATOR** – A captain assigned by the Troop Commander to oversee PAT testing within the troop.

5.12.04 OBJECTIVES

To promote the health and wellness of all employees thereby increasing the efficiency and effectiveness of the organization.

5.12.05 RESPONSIBILITIES

- A. The Division Physical Fitness Coordinator will:
 - 1. Coordinate the Division's physical fitness and wellness program.

2. Maintain PAT records including the member's name, DOB, gender, race, height, weight, date of medical certification, the date the PAT was administered, and the time to complete the PAT.
 3. Provide physical fitness and wellness information to employees.
- B. The Troop Physical Fitness Coordinators (Captains) will:
1. Oversee and be present during the administration of the PAT test to members.
 2. Maintain appropriate records of PAT test data for the troop and forward such information to the Division Physical Fitness Coordinator.
- C. The Chief Background Investigator will oversee the administration of the PAT test to applicants.

5.12.06 PROCEDURES

A. PHYSICAL FITNESS

1. The prime factor to a well-conditioned body is the condition of the circulatory (cardiovascular) system. Endurance or stamina is dependent upon the condition of the circulatory system.
2. Employees should establish a self-conditioning program designed to meet their individual needs for the development and maintenance of all aspects of physical fitness. The program should include exercises for the following:
 - a. Cardiovascular endurance.
 - b. Muscular strength and endurance.
 - c. Flexibility.
 - d. Weight control.
3. The Florida Highway Patrol adopts the Physical Abilities Test established by the Florida Criminal Justice Standards and Training Commission.
 - a. Applicants must pass the PAT by completing the course as prescribed by CJSTC.
 - (1) All applicants for employment as a member of the Florida Highway Patrol are to be fully apprised of the PAT testing procedures.
 - (2) An applicant that fails the PAT may be retested at the next regularly scheduled PAT testing. Failure of the retest will result in the applicant being removed from the application process for one year from the date of the retest. The applicant must then reapply.

- b. Annually, the PAT will be offered to members who wish to participate on a voluntary basis. No member will be required to participate in the PAT. Members are encouraged to use the CJSTC standard as a goal or benchmark. NO SANCTIONS will be imposed on any member electing to participate in the PAT.
- c. Recruits must comply with the FHP Training Academy rules regarding physical fitness.

4. Pre-Test Screening

- a. Prior to taking a PAT, members must be cleared by a physician to participate.
- b. The Medical/Physician's Clearance to Test Form (Addendum 5.14-2) must be completed and signed by the physician. Addendum 5.14-1 should also be provided to the physician. Members should have the Medical/Physician's Clearance to Test Form completed during the annual physical provided for by their health care provider. The Division will not provide medical clearance examinations.
- c. Medical screening documentation, including the Medical/Physician's Clearance to Test Forms, will be retained in the member's confidential medical file at troop headquarters (or GHQ). Results of any physical examination **are not** to be released to the public without the authorization of the Director.

5. PAT Testing (see Addendum 5.14-1)

- a. The PAT will be administered for those members who volunteer to participate between January 1 and May 31 of each calendar year. Each Troop Commander will determine when the PAT will be offered.
- b. A Physical Fitness Testing Team will conduct the PAT. The Physical Fitness Testing Team will be comprised of:
 - (1) The Troop Physical Fitness Coordinator.
 - (2) The Troop Training Officer.
 - (3) A minimum of one EMT or first responder instructors.
 - (4) A minimum of one fitness monitor.
- c. Time spent participating in the PAT will be considered time worked.

6. Reporting

- a. The Physical Abilities Test Form (Addendum 5.14-3) will be used to record the results of the PAT. The original of the completed

Medical/Physician's Clearance to Test Forms and Physical Abilities Test Forms will be forwarded to the Division Physical Fitness Coordinator at the Florida Highway Patrol Academy by June 30 of each year.

- b. A copy of the form(s) will be retained in a separate physical fitness file at the troop headquarters of the member. Upon the transfer of a member, the local file is to be forwarded to the Troop Commander of assignment, or to the Florida Highway Patrol Academy in the event of General Headquarters assignment.
- c. The Division Physical Fitness Coordinator may establish an automated reporting system to be used to capture and report PAT data.

7. Use of Division Vehicles

Members may use an assigned Division vehicle for the purpose of engaging in activities that improve or maintain physical fitness in accordance with FHP Policy 17.16, Division Vehicles. Examples of authorized activities are running, weight lifting, aerobic exercises, bicycling, walking, tennis, racquetball, and swimming. Activities not authorized include recreational sports such as bowling, volleyball, softball, and golf. Utilization of a whirlpool, hot tub or sauna does not constitute a workout or any type of exercise.

8. Exercise Facilities/Equipment

In future construction projects, the Division will explore the possibility of providing an exercise room with accompanying equipment and shower facilities in those locations where need is dictated by lack of available governmental fitness facilities for use by employees of the Division.

B. NUTRITION

1. A proper diet is an important part of the maintenance of physical fitness/wellness.

Members should maintain control of their weight in relation to their height and body build.

2. Any member who is in poor physical condition should seek medical supervision for a self-conditioning or weight loss program.

a. Excessive exercise before the body is prepared for it can be harmful. A progressive program that allows the body to build its exercise load is needed.

b. Fad diets that promise quick weight reduction can be harmful. A proper balance of calorie intake and energy output should be maintained with special emphasis on the source of calories

ingested. Approximately 50 to 60 percent of total caloric intake should come from carbohydrates (most of which should be from complex carbohydrates), 15 percent should come from protein, and only 20 to 30 percent should come from fat.

C. STRESS MANAGEMENT

1. The Florida Highway Patrol is committed to a program of stress management for its members. If a member detects stress related behavior that is adversely affecting or may adversely affect his/her or another member's performance of duties, the Troop Commander shall immediately be notified so that appropriate action may be taken.
2. Each Florida Highway Patrol supervisor has no greater obligation than to monitor and promote the well being of subordinates. Supervisors should be conscious of symptoms related to internal or external stress of the employee. Radical behavior changes manifested by an individual in any of the following areas, for example, should be considered as an indicator of potentially serious problems:
 1. Productivity.
 2. Personality.
 3. Absenteeism.
 4. Bizarre behavior.
 5. Severe medical problems.
 6. Alcoholism or drug use.
3. Every supervisor, upon noticing or becoming aware of unusual behavior patterns by any member or non-sworn employee that would indicate stress-related problems shall immediately notify his/her immediate supervisor and Troop Commander. Troop Commanders will be responsible for documenting the unusual behavior patterns and making recommendations to the appropriate Chief of Field Operations.
4. Supervisors should always consider referral of the member or non-sworn employee who exhibits any of the above stress related symptoms, or any other symptom that may be related to stress, to the Member Assistance Program (MAP) as established in the DHSMV Management Manual, Policy 7.04. Members and non-sworn employees can be self or supervisory referred to the Member Assistance Program.

FLORIDA HIGHWAY PATROL PHYSICAL ABILITIES TEST INSTRUCTIONS

The PAT is to be conducted in a continuous flow manner that is time dependent in order to determine the participant's level of physical condition and aerobic capacity. The PAT measures specific physical abilities through a series of tasks that are listed as follows:

TASK 1: The test begins with member seated in a full size automobile, seat belt on, with hands at the 10 and 2 o'clock position on the steering wheel. Around the member's waist is a pull away flag belt with flags positioned over each hip. Trunk key is placed in the vehicle's closed glove box. The vehicle trunk release is not to be used by the member. A handgun and a baton/flashlight are positioned in the front center part of the trunk. The trunk is closed and locked. On the command "GO" the stopwatch is started and the participant removes hands from the steering wheel, unfastens seat belt, opens glove box and removes key. Exit vehicle (the glove box and door are left open). Move to the back of the vehicle and insert key and unlock and open trunk. Immediately after opening the trunk the participant touches each flag with the opposite hand, from behind the back, and the belt is pulled away (letting the belt fall to the ground). The handgun and the baton/flashlight are removed from the trunk, the trunk is closed with the key remaining in the lock. Move to the bench or stool. Place handgun on the bench or stool and continue to hold flashlight/baton. Immediately proceed with flashlight/baton to the beginning position of the 220-yard run.

TASK 2: While carrying the flashlight/baton the member runs 220 yards on a flat surface to the entrance of the obstacle course.

TASK 3: Upon completion of the 220 yard run the member passes through the pylons at the entrance of the obstacle portion of the course. Ten feet into the obstacle course the participant must climb over a 40 inch high wall, followed by a series of three (24, 12, and 18 inch) hurdles five feet apart, located 10 feet beyond the wall. Ten feet beyond the final hurdle the member encounters the first of nine pylons in a single row spaced five feet apart. The member must serpentine through the pylons. Ten feet beyond the last pylon the participant must crawl under a 27 inch high, eight foot long low crawl area after which the member stands, moves to the pylons located seven feet beyond the low crawl and drops the flashlight/baton beside one of the pylons. (NOTE: if at any time, the member knocks over a hurdle or pylon they immediately stop and repeat that portion of the obstacle.)

TASK 4: The member then sprints 50 feet, grabs the 150 pound dummy and drags it 100 feet on a cut grass surface.

TASK 5: Upon completion of the dummy drag the participant sprints back to the pylons, picks up the flashlight/baton and reverses course through the obstacles. After the wall climb the participant moves through the pylons and once again repeats the 220 yard run.

TASK 6: 220 yard run. (Repeat of Task 2)

TASK 7: After completing the 220 yard run, the member places the flashlight/baton on the bench and picks up the hand gun. Then assumes a proper firing position and fires six rounds each using the dominant, then non-dominant hand.

TASK 8: After the member fires the weapon (the trunk is opened) the weapon and flashlight/baton are placed inside the trunk and the trunk is closed. The key is then removed, and the member reenters the vehicle, closing the vehicle door, places the key in the glove box, closes the glove box, re-fastens the seat belt and places both hands on the steering wheel, at which time the test ends.

ADDENDUM 5.12-1

**FLORIDA HIGHWAY PATROL
PHYSICAL FITNESS/WELLNESS PROGRAM
MEDICAL/PHYSICIAN'S CLEARANCE TO TEST FORM**

Member's Name: _____

I.D. Number: _____

Troop of Assignment: _____

District: _____

To: Examining Physician

The purpose of this communication is to inform you of the above named individual's intentions with regards to participation in the Florida Highway Patrol physical abilities test. We are aware of the fact that strenuous physical activity may be inadvisable for some individuals. As such, we request that you indicate whether the above named participant has any medical condition or disorder that would preclude participation. It must be emphasized that we are not asking you to assume responsibility for the participant while participating in this test. Rather, we merely want to have as much information as possible when making decisions concerning applicability of testing.

The testing program will consist of a series of physical abilities tests. The battery of job-related field tests is intended to be completed in the fastest possible time and will require maximum effort by the participant. Tests are designed to measure balance, muscular endurance and strength, flexibility, anaerobic power and capacity, fine motor skills and aerobic power. Tests will include two 220 yard runs, dragging a 150 pound object 100 feet, jumping over obstacles (12-24 inches high), climbing over a wall (40 inches high), two 50 foot sprints and movement around a series of pylons.

Ultimately, the primary goal of this testing is to determine whether the participant is capable of performing minimum standards appropriate to law enforcement.

I have examined this participant and his/her medical history, and based upon my evaluation I recommend that:

☐ **Participation is not advisable at the present time due to the following medical concern:**

This condition has existed since _____ (date) and is considered a

☐ **Temporary condition, the member can reasonably be expected to be able to perform the PAT by:**

Date

☐ **Permanent condition**

☐ **Within a reasonable degree of probability, no medical condition or disorder exists which precludes this participant from participation in the physical abilities tests as described.**

Physician's Signature

Examination Date

ADDENDUM 5.12-2

**FLORIDA HIGHWAY PATROL
PHYSICAL ABILITIES TEST FORM
TROOP _____**

Name	Perm ID#	DOB	M/F	Race	Height	Weight	Med. Exam Date	PAT Date	PAT Time	Comments

ADDENDUM 5.12-3

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